



California Walk & Bike Technical Advisory Committee Kickoff Meeting

DATE: 8/27/2018

TIME: 10am-3pm

LOCATION: Caltrans HQ Basement Conference Room, 1120 N St, Sacramento
Or via conference call 877-707-4137, participant code 6071988 (**webinar link coming soon**)

Attendees:

Caltrans key staff, CWBTAC members

Purpose:

Kickoff meeting – establish committee charter, identify meeting structure, roles/responsibilities, and priority focus areas.

| TIME | LEAD | ITEM |
|-----------------------|----------------------------|--|
| 10:00 AM (25 mins) | Jeanie Ward-Waller, All | 1. Welcome and Introductions <ul style="list-style-type: none"> Share your interest in serving on the CWBTAC |
| 10:25 AM (5 mins) | Jeanie Ward-Waller | 2. Agenda Review |
| 10:30 AM (60 mins) | Jeanie Ward-Waller | 3. Background <ul style="list-style-type: none"> Caltrans Strategic Mode Shift & Safety Goals Statewide Bike and Pedestrian Plan: Toward an Active CA Mode Share Action Plan Establishment of CWBTAC Related committees and work groups |
| 11:30 AM (30 mins) | Jeanie Ward-Waller, All | 4. Review Draft CWBTAC Charter <ul style="list-style-type: none"> Purpose and goals Roles and responsibilities Reporting structure and decision process Meeting frequency/structure |
| 12:00 PM (60 mins) | All | 5. Break for lunch on your own |
| 1:00 PM (60 mins) | All | 6. Feedback/Discussion on Draft CWBTAC Charter <ul style="list-style-type: none"> Is the committee charge too broad or narrow? Are there important goals or roles not identified? How does the committee want to work, during or between meetings? Did we get the committee name right? |
| 2:00 PM (30 mins) | Jeanie Ward-Waller, All | 7. Future Meeting Sample Focus Areas <ul style="list-style-type: none"> Design Guide for Main Streets/Conventional Highways District Active Transportation Plans Accommodation of people walking and bicycling during construction |
| 2:30 PM (30 mins) | Jeanie Ward-Waller, All | 8. Wrap Up <ul style="list-style-type: none"> Next steps/action items Focus areas for upcoming meetings – on which items do you want to have more information or discussion? Feedback: What worked well in the kickoff meeting? What can we improve? Next meeting |